FSIO
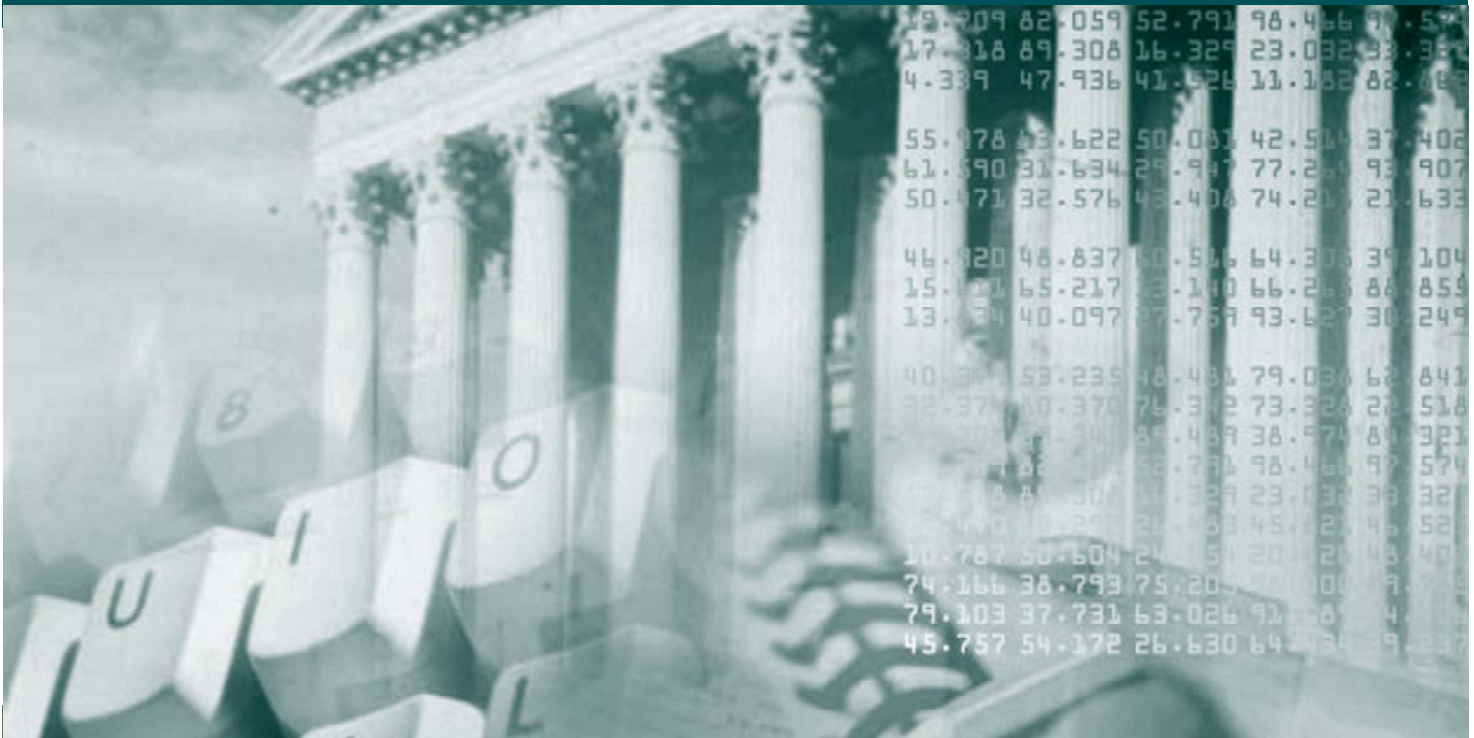
Financial Management Systems for U.S. Government Agencies

Core Financial System
Product Qualification Test Application

March 2007

FSIO Qualification Test Application Overview

Vendors must submit a complete qualification test application for all full, incremental, and version tests. The application form with instructions is presented in the Appendix and is available on the FSIO website (www.fsio.gov).

1.1 PURPOSE

This application represents the initial step in qualifying a core financial system for use by federal agencies. Vendors must use this form to apply for FSIO-administered core financial system product qualification tests. The application will be used to obtain:

- Information about the software to which the application applies,

- Administrative information for scheduling and conducting the test, and

- Required vendor assurances.

1.2 RELATED DOCUMENTS

Before completing this form, applicants should review the following test-related documents:

- *FSIO Core Financial System Product Qualification Test Policy*, which provides information on the purpose of the test, definitions and processing timelines for the different types of tests conducted, FSIO application screening criteria and submission procedures, and other administrative guidance.

- *Core Financial System Requirements* and all subsequently issued supplemental requirements. These documents constitute the current mandatory core financial system requirements that are subject to qualification testing.

- FSIO Qualification Test Plans, which contain live testing procedures, setup data, test scripts, and expected results for FSIO-administered tests.

These documents can be downloaded from the FSIO website.

1.3 APPLICATION REVIEW

FSIO will use the information submitted on the application and the following criteria to determine, with reasonable assurance, that a subject product is capable of successfully executing a qualification test.

1.3.1 Application Completeness

FSIO will review applications received for completeness. If additional information is needed, FSIO will contact the vendor.

The application contains the following sections:

- Section 1–Administrative Information

- Section 2–Type of Test

- Section 3–Proposed Test Start Dates

- Section 4–Required Application Software

- Section 5–Summary of Product Changes (required for version and incremental tests)

- Section 6–Required Infrastructure

- Section 7–Product References (three references are requested for products that have not previously been certified)

- Section 8–Terms and Conditions

- Section 9–Officer's Assurance

- Section 10–Supplemental Assurance Statement (required for software that failed a previous test).

Except as noted above, vendors must complete all sections of the application.

1.3.2 Officer's Assurance

FSIO will confirm that an officer has signed the statement in Section 9, Officer's Assurance. By signing the statement, the officer assures the government that:

- the software meets all of the mandatory core financial system requirements, whether or not they are tested by FSIO,

- the software has been fully tested (e.g., unit test, integration test, regression test), and

- all changes made to a product during the test process will be incorporated into the product and made available for agency acquisition.

This statement assures the government that commitment of public resources for the purposes of testing is reasonable.

1.3.3 Supplemental Assurance

For software that has failed a previous test, vendors must complete Section 10, Supplemental Assurance Statement. The statement provides assurance that the software proposed in the application will be clearly represented to the government as a software product that is distinct from previous non-qualifying versions.

FSIO will confirm that the vendor has provided the required assurance statement for software that failed a previous qualification test.

1.3.4 Release Notes

For version and incremental testing, vendors must provide release notes along with Section 5, Summary of Product Changes.

FSIO will review vendor-provided release notes to assess the extent to which new functional capabilities have been added and previous functionality has been impacted.

1.3.5 References

FSIO may contact references to help determine whether the candidate system has the capability to pass the test. Lack of references will not, by itself, disqualify a system from consideration for the test.

1.4 APPLICATION ACCEPTANCE/REJECTION

FSIO will notify the vendor in writing whether the application has been accepted or rejected.

1.4.1 Accepted Applications

If the application is accepted, FSIO will state this in writing and schedule a mutually acceptable test period with the applicant.

1.4.2 Rejected Applications

FSIO will notify the vendor of the reasons for an application's rejection. Applications for software testing may be rejected for one or more of the following reasons:

- Failure to complete the application in accordance with the instructions in this application

- Provision of inaccurate or false information

- Absence of an officer's signature in Section 9, Officer's Assurance, attesting that

    – the software product meets all mandatory requirements, whether or not they are tested by FSIO,

–   the software has been fully tested (e.g., unit test, integration test, regression test), and

–   all changes made to a product during the test process will be incorporated into the product and made available for agency acquisition.

A vendor whose application is rejected may reapply at any time. A vendor resubmitting an application must complete all parts. The vendor should attach a letter to the resubmitted application describing the actions taken to correct the issues that resulted in the previous rejection.

1.5   APPLICATION SUBMISSION

The application is to be submitted in both electronic and hard copy (paper) format:

- The electronic format facilitates evaluation and future dissemination of the information. (Microsoft Word is preferred.)

- The hard copy format is required to provide the vendor's certifying signature.

Completed test applications are to be submitted to

> Financial Systems Integration Office
> Core Financial System Test Application
> 1800 F Street, NW
> Suite 1234
> Washington, DC 20405
> (202) 219-0526

Test applications should be submitted to the FSIO contact listed on the FSIO website.

Appendix   FSIO Qualification Test Application

Attached is the format of the FSIO Core Financial System Product Qualification Test Application. The form is available on the FSIO website.

Core Financial System Product Qualification

Test Application

Section 1—Administrative Information

Identify your company ("the vendor"), your primary point of contact, the location of the test site you have chosen, and the product version to be tested. The qualification test and resulting certificate of compliance pertain to the specific product version (and not to the vendor in general).

Company Name:			
Company Address:			
Point of Contact Name:		Point of Contact Telephone:	
Point of Contact Title:		Point of Contact Email:	
Product Name:		Product Version:	
Test Site Company Name:			
Test Site Company Address:			

Section 2—Type of Test

Identify the type of qualification test being requested by placing an X in the appropriate box. Test types are defined further in the FSIO Core Financial System Product Qualification Test Policy.

When software changes have been made beyond those needed for an incremental test, you must submit separate applications for the version and incremental tests. This will allow FSIO to evaluate the changes separately. The version test will be conducted separately and before the incremental test.

Full Test	Incremental Test	Version Test

Section 3—Proposed Test Start Dates

Provide four alternatives for the date on which you would like to start the observed portion of the test.

First choice:	
Second choice:	
Third choice:	
Fourth choice:	

Section 4—Required Application Software

Identify all software products to be used during the test. This includes the identification of all application software and modules, third-party software products, desktop software, and computer-aided testing tools to be used.

Core Financial Application Modules:
•
Other Applications and Modules:
•
Third-Party Software Products and Version:
•
Desktop Software and Version:
•
Computer-Aided Testing Tool and Version:
•

Section 5—Summary of Product Changes

Provide a summary description of changes made to the product since the previous test.

For incremental or version test applications, attach release notes. FSIO will review the release notes to assess the extent to which new functional capabilities have been added and previously tested functionality has been impacted.

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Section 6—Required Infrastructure

Identify the hardware and network infrastructure to be used during the test. This includes identification of the operating system, database, computing platform, network connectivity, and client workstations to be used.

Operating System and Version:
•

Database Management System and Version:
•

Computing Platform (including processing speed and RAM):
•

Server/Mainframe:
•

Network Connectivity:
•

Client Workstations:
•

Section 7—Product References

For products that have not previously been certified, provide three users of the product named in this application. The government preference for references is as follows (in order of preference): federal agencies, state and local government agencies, and commercial firms.

FSIO may contact references to determine whether the candidate system has the capability to pass the test. Lack of references will not, by itself, disqualify a system from consideration for the test.

Reference 1

Agency Name:			
Agency Address:			
Point of Contact Name:		Point of Contact Telephone:	
Point of Contact Title:		Point of Contact Email:	
Product and Version Used:		Implementation Date:	

Reference 2

Agency Name:			
Agency Address:			
Point of Contact Name:		Point of Contact Telephone:	
Point of Contact Title:		Point of Contact Email:	
Product and Version Used:		Implementation Date:	

Reference 3

Agency Name:			
Agency Address:			
Point of Contact Name:		Point of Contact Telephone:	
Point of Contact Title:		Point of Contact Email:	
Product and Version Used:		Implementation Date:	

Section 8—Terms and Conditions

All materials submitted with this application become the property of the federal government. Information is considered nonproprietary unless specifically identified by the vendor and will be shared in accordance with the provisions of the FSIO Core Financial System Product Qualification Test Policy. The government acquires no rights to the intellectual and other property associated with the candidate product as a result of the submission of this application and accompanying documentation.

Section 9—Officer's Assurance

An officer of your company will sign the statement below to provide the government with assurance that your company has a reasonable and well-founded belief that the software meets all mandatory requirements, whether or not the requirements are tested by FSIO, and that the software has been fully tested. The officer will also provide assurance that all of the changes made to a product during the test process will be incorporated into the product and made available for agency acquisition.

This statement assures the government that commitment of public resources for the purposes of testing is reasonable.

Statement

To the best of my knowledge, I certify that all representations made in this application are complete and factual, that the software has been fully tested, and that the software listed above reasonably meets all mandatory requirements published in the current Core Financial System Requirements document and as amended by FSIO-issued supplemental requirements.

I further certify that all of the changes made to a product during the test process will be incorporated into the product version named on the certificate and that the product version will be available for agency acquisition.

Printed or Typed Name and Title
Signature and Date

Section 10—Supplemental Assurance Statement

To protect the government from a continued commitment of resources to test non-qualifying core financial systems, vendors must wait a minimum of 3 months before applying to retest a non-qualifying product, and demonstrate that the software is ready.

In the event that your product previously failed a FSIO test, an officer of your company will sign the statement below to provide the government with assurance that your company has modified the product to conform to FSIO expected test results and general ledger effects. These modifications should be described in Section 5 above, with supporting documentation attached.

This statement assures the government that further commitment of public resources for the purposes of testing is reasonable.

Statement

To the best of my knowledge, I certify that the software product in this test application has been modified such that it should produce the expected test results and general ledger effects of the qualification test. The software proposed in this application will be clearly represented to the government as a software product that is distinct from previous non-qualifying versions.

Printed or Typed Name and Title
Signature and Date